

# **Watertown/Harvard and Watertown/O'Neill Properties Community Enrichment Fund 2009**

The Town of Watertown is please to announce that it is taking applications for the Watertown/Harvard and Watertown/O'Neill Properties Community Enrichment Fund. The awards will be given to community organizations/programs in the Spring/Summer of 2009, and will be on two different types of awards.

The first award will be entitled the **Standard Grant Award** and will be limited to a **maximum of \$7,500** to any single organization. The second award will be entitled a **Special Project Grant Award** and will be a **minimum of \$10,000**. Organizations are encouraged to submit a group application for a special project grant award.

To be considered for either award(s), please follow the guidelines within this document.

Please submit **six (6) copies** of the written application to the **Town Clerk's Office**, 149 Main St., Watertown, MA 02472 **by April 30, 2009 at 5:00 PM**.

**In order to receive an award from the Watertown/Harvard and Watertown/O'Neill Properties Community Enrichment Funds, the following items must be provided:**

1. Name, address, phone number, mission statement, and contact person of the organization including an email address.
2. Detail listing of Revenues and Expenditures for the last four years. (If organization has been in existence less than four years, then provide as many years as you can).
3. A current Balance Sheet of the organization.
4. Number of Watertown residents that the organization has assisted per year for the last four years.
5. Proof that the organization has achieved a 501 (C) (3) status or its equivalent and/or any documentation supporting your non-profit status.
6. State a specific amount that the organization is seeking.
7. State the specific purpose or need that the requested funds will be used for.
8. If your organization received an award from this fund in 2008, please state the amount of the award and documentation of the specific accomplishments achieved with these funds including **a detailed breakdown of what, how and when the funds were expended**.
9. Signature of an authorized officer of the organization acknowledging that all the information in the written application is true and accurate.

## **Eligibility Ground Rules**

- Watertown-based Non-Profit organizations only (including but not limited to 501 (C) (3) organizations).
- Town departments and other town funded capital or operating programs are not eligible.
- Uses that constitute a pass-through to other organizations/individuals will not be considered (e.g. funds used for donations to other groups or scholarship funds).
- Filing of a complete and timely application.

## **Selection Criteria/Considerations**

### ***Service-related criteria***

- Direct benefits to Watertown residents.
- Number of Watertown residents served.
- Types and criticality of services being provided.
- Number of other organizations providing same/similar services.
- Community impact if services are not available due to funding.
- Groups are encouraged to make their funding request as specific as possible.
- Documentation regarding use of previously awarded funds demonstrating that use was consistent with purposes stated as basis of prior award.
- Previous Awards of the Special Project Award

### ***Financial considerations***

- Financial position of organization.
- Amount and source of funding already being received directly or indirectly.
- Percentage of funds reaching residents after expenses.
- Sources of other funding available for your specific proposal.
- Percentage of the organization's current budget being requested.
- Description of other fundraising activities.

## **Selection Process**

- Selections made by Ad-Hoc Charitable Committee, approved by Town Council.
- Applicants may be required by the Committee to present additional information about their application.

## **Definition of Awards**

- Standard Grant Award: An eligible organization may apply for a Standard Grant Award (maximum \$7,500) and may be given the award based upon the criteria outlined above.
- Special Project Grant Award: One or more eligible organizations may apply, in a single application, for a Special Project Grant Award (minimum \$10,000). The Special Project Grant Award may be awarded to an individual eligible organization or a group of eligible organizations to fund larger scale community enrichment programs meeting the criteria outlined above. All Special Project Grant Award applicants, in addition to the written submission, may be required to make a formal presentation to the Committee.

## **APPLICANTS MAY APPLY FOR BOTH TYPES OF GRANT AWARDS.**

**Given the economy, and in order to provide funding to as many eligible organizations as possible, the committee reserves the right not to award a Special Project Grant Award.**

**Please be advised that the Town of Watertown DOES NOT GUARANTEE that all organizations that apply will be given an award.**